State Revolving Fund (SRF) Expanded Use Instructions

This section provides instructions for preparing and submitting an application. It is important that the applicants follow the instructions to ensure that their application will address all of the required elements. Applicants are reminded that, once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

Applicants must submit a complete application online using the State Water Board Financial Assistance Application Submittal Tool (FAAST) at the following secure link: https://faast.waterboards.ca.gov.

Applicants are encouraged to review the FAAST User Manual and Frequently Asked Questions, available at the above link, before creating a user account and completing the online application. When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique Proposal Identification Number (PIN). Applicants should make note of this number as it is used when an applicant needs assistance with FAAST.

FAAST allows an applicant to save an application in progress online and submit the application when the applicant has gathered and entered all requested information. After the application is submitted, an automated confirmation email will be sent to the applicant confirming the date and time of submission. **Applicants are also strongly encouraged to review their complete application prior to executing the submit function in FAAST.**

To print out a blank copy of the entire application:

1. Initiate a new application and fill out the following three fields on the first page: “Project Title”, “Project Description”, and “Responsible Regional Water Board.” Applicants can come back to edit these fields later.
2. Click on the “Save and Continue” button to initiate the application process.
3. Click on the “Preview/Submit Application” button and select the “Print” option from the browser “File” menu.

The grant application in FAAST is outlined below. Within FAAST, pull-down menus, text boxes, or multiple-choice selections will be used to receive answers to the questions. FAAST will allow applicants to type text or cut and paste information from other documents directly into a FAAST submittal screen.

Table 1 – FAAST Checklist	
1.	**GENERAL INFORMATION** The following fields must be completed:
☐	Project Title – Provide title of the Proposal. **If this item is not completed, FAAST will not accept the application.**
☐	Project Description – (Note: In order to receive CWSRF funding, all projects must be on the CWSRF

	PPL. Requests to add projects to the CWSRF PPL are submitted via FAAST. A Proposal Identification Number (PIN) is assigned to each project. If you have not submitted a request to add this project to the CWSRF PPL (do not have a CWSRF PPL PIN for this project), please do so NOW by starting a new FAAST application associated with the: "*Clean Water State Revolving Fund (CWSRF) Project Priority List*".) Provide a brief description of the Proposal. Include in the first line your project pin number you received when applying for the Clean Water State Revolving Fund (CWSRF) Project Priority List (PPL) in FAAST. The length of the Project Description is limited to 1,000 characters including spaces and returns. **If this item is not completed, FAAST will not accept the application.**
☐	Applicant Details – Provide the name and address of the applicant organization.
☐	Project Director – The Project Director is the person responsible for filing an application and executing a grant agreement and subsequent amendments for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
☐	Project Manager – The Project Manager is the day-to-day contact on this project from Applicant Organization.
☐	Grant Funds Requested – Provide amount of grant funds requested for the Proposal in dollars.
☐	Cost Match (Identified in FAAST as local cost match) – Provide cost match for the Proposal in dollars.
☐	Total Budget – Grant fund requested, cost match and total projects.
☐	Latitude/Longitude – Enter latitude/longitude coordinates of the approximate midpoint of the Project Location in degrees using decimal format.
☐	Watershed – Provide name(s) of the watershed(s) where the Project is located. If the Project covers multiple watersheds, list the primary watershed first.
☐	County – Provide the county in which the Project is located. If the Project covers multiple counties, select "Multiple Counties" from the drop down list.
☐	Responsible Regional Water Board – Provide the name of the Regional Water Quality Control Board (Regional Water Board) in which the Project is located. If the Project extends beyond one Regional Water Board boundary, select "Statewide" from the drop down list. **If this item is not completed FAAST will not accept the application.**
2. ☐	**LEGISLATIVE INFORMATION** Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the Project is located. For Projects that include more than one district, please enter each district. Look at tables provided in FAAST to assist with determining the appropriate districts.

3. ☐	**COOPERATING ENTITIES** Include entities that have/will assist the applicant in Proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to Proposal, first and last name of entity contact, phone number, and email address.
4. ☐	**AGENCY CONTACTS** If the applicant has been collaborating with State and Federal agencies (Department of Water Resources [DWR], Regional Water Board, State Water Board, U.S. Environmental Protection Agency (USEPA), etc.) in Proposal development, please provide agency name, agency contact first and last name, phone, and email address. This information is used to identify individuals who may have an understanding of a Proposal and in no way indicates an advantage or disadvantage in the ranking process.
5. ☐	**APPLICATION QUESTIONNAIRE** The answers to these questions will be used in processing the application and determining eligibility and completeness.
6. ☐	**PROJECT CLASSIFICATION** These questions allow State Water Board to categorize the type of activities the project is proposing to do.
I. GENERAL SRF INFORMATION - Answer the following questions to determine your project's eligibility for the SRF Program.	
☐	Consistent with governing statutes, the following are activities that are generally eligible for SRF funding: • Construction of Facilities to treat, reduce, or prevent NPS or point source pollution (Construction) • Program Development (Program Dev.) • Purchase of land necessary for the project or protecting & preserving beneficial uses (Land Purchase) • Demonstration Projects (Demonstration) • Education & outreach Programs (Edu. & Outreach) (However, where appropriate the State Board may impose restrictions on funding specific types of projects.) Check below which activities apply to your project.
☐	Enter your nine digit Federal Employer Identification Number. (Note: Do not enter dashes.)

☐	Enter the Engineer's California Registration Number below as a 5 digit number: (Note: Do not enter letters.) Please also enter your engineer, principal, and alternative contact information under the cooperating entities tab.
☐	Indicate if you have talked to your Regional Board about this project. If so, fill out the person's Regional Contact information under the "Agency Contacts" tab. Discuss, as needed below.
☐	Please choose your anticipated method of CEQA compliance below. (Note: All applicants funded through the State Water Board must comply with the California Environmental Quality Act (CEQA). Applicants should coordinate with the State Water Board environmental staff in the early planning stages of their project to ensure that the CEQA process is efficiently and effectively completed.)
☐	Indicate the status of your environmental document in the drop box below. Provide the estimated or known completion date in the second box. And if your CEQA is complete, the Clearinghouse number. Example (clearinghouse number: 2009045843, document approved: 02/09/09) Attach your CEQA document under AttachmentG_CEQADocument.
☐	What is the loan term you are asking for, in years?
☐	Does your project involve the purchase of land or easements? Select Yes or No from the drop down below. In the second box, indicate if you have access to the property on which your project will be conducted. Indicate if there are required right of way access permits that still need to be obtained. Also, indicate if you foresee a problem with getting any of these permits or permission. (Note: If you are applying for economic stimulus money, land can not be purchased with this money.)
☐	Enter the START DATE for Planning. (Note: Date should be entered as MM/DD/YY).
☐	Enter the END DATE for Planning. (Note: Date should be entered as MM/DD/YY).
☐	Enter the START DATE for Design. (Note: Date should be entered as MM/DD/YY).

☐	Enter the END DATE for Design. (Note: Date should be entered as MM/DD/YY).
☐	Enter the START DATE for Construction. (Note: Date should be entered as MM/DD/YY).
☐	Enter the END DATE for Construction. (Note: Date should be entered as MM/DD/YY).
II. EXPANDED USE ELIGIBILITY	
☐	In order to apply for an Expanded use SRF Loan you must be a public agency or nonprofit organization. Please indicate in the box below if you are a public agency or nonprofit organization.
☐	In order to be eligible for an State Revolving Fund Expand Use project, the project must fall under one of the following categories: • Implementation of Nonpoint Source Projects (NPS project) • Development & Implementation of Estuary Comprehensive Conservation & Management Plans (Estuary Project) Which of the above project types does your project fall under?
☐	State Revolving Funds for estuary enhancement is limited to the development and implementation of the Comprehensive Management Plan for an estuary designated as an "estuary of national significance" in accordance with the Clean Water Act, Section 320. To date, three estuaries have been designated as estuaries of national significance. These estuaries include: • San Francisco Bay Estuary • Morro Bay Estuary, and • Santa Monica Bay Estuary If you have an estuary project, check the box below to indicate which estuary your project addresses. Also, attach AttachmentL_EstuaryPlanComplia if your are implementing a Comprehensive Conservation Management Plan, indicating how your project is consistent with these plans.
☐	In order to qualify for SRF Expand Use funds, a project must address a minimum of one of the following: • water quality objectives (WQ objectives)

	• protection and enhancement of beneficial uses (P&E of Ben. Use) • antidegradation policy (Antideg. Policy). Select what your project addresses in the check box below, and explain in the text box how it meets this requirement
☐	A project eligible for SRF Funding under Non-Point Source projects must be consistent with the 5-year implementation strategy within the "Plan for California's Nonpoint Source Pollution Control Program" (the NPS Managment Plan) & address a regional or area wide water quality problem. Is your project consistent with the NPS Management Plan Strategy & does it address a regional or area wide water quality problem? (If so, please add AttachmentD_NPSPlanCompliance outlining how.)
III. Nonpoint Source Information	
☐	Indicate the watershed(s) that your project encompasses and list the name and portion/segment of each waterbody covered by the project.
☐	Please describe the cause of the nonpoint source or estuary problem.
☐	Briefly describe how the project will address a nonpoint source or estuary problem. (Further detailed description is required in attachments; AttachmentD_PlanningStudy, AttachmentE_NPSPlanCompliance, and AttachmentL_EstuaryPlanComplia, as applicable.)
☐	Does this project help meet any objectives in the region's water quality basin plan? If so, explain. Don't know? Check out the Plans and Policies Website for links to your region's basin plans
☐	Have any public meetings or other forums been held regarding this project? If yes, summarize results.
III. Budget	
☐	Please describe your dedicated source of revenue to repay the loan in the text box below. (1) Include the source of funds and method used to secure collection, (2) revenue for the prior 5 years, or since inception if less than 5 years, & (3) expected revenues over the term of the loan. Describe any other debts or expenses that the source is obligated to pay & the project costs. If you need more space attach supporting documentation, as needed. (Note: General Funds can not be used as a dedicated source of repayment.)

	Attach a reimbursment resolution dedicating this source of funds (AttachmentJ_Authorized Resolution). Also, attach an Excel sheet using the template on the DFA website that breaks out estimated planning, design, land acquisition, construction, and estimated monthly disbursement schedule (AttachmentI_CostTables).

IV/V. Final Submittal & Certification of Authorized Representative	
☐	Is there any other supporting documentation that you have not included, but will be sending later? Select "Yes" or "No" from the drop-down menu. If "Yes", explain what and when it will be included. (Note: We may ask for additional information in order to consider your application complete.)
☐	Electronic submittal of application is not a guarantee of funding. All information included in this application is correct and complete to the best of my knowledge.

FAAST tracks attachments by an **attachment title, not by file name**. The file name section in FAAST requires a computer path to the file location on the applicant's computer. While there is no specific naming convention given here for the file name, applicants should consider using a name similar to the attachment title to simplify personal file management. **Do not use special characters such as dashes, asterisks, symbols, spaces, percentage signs, etc. Underscores are acceptable.**

APPLICATION ATTACHMENTS

Provide the attachments listed below by attaching files to the FAAST application. For instructions on attaching files, please refer to the FAAST User Manual. When attaching files, applicants must use the naming convention noted on FAAST.

File size for each attachment submitted via FAAST is limited to 10 Megabytes (MB). Acceptable file formats are: MS Word, MS Excel, MS Project, or PDF. If the application has files larger than 10 MB, files must be mailed to the State Water Board on a CD.

The mailing address is:

Ms. Julé Rizzardo
State Water Resources Control Board
Division of Financial Assistance
1001 I Street, 15th floor
Sacramento, CA 95814

All CDs and the cover page of any hardcopy documents must be clearly labeled with the applicant name, project title, grant program name, and PIN.

<table>
<tr><th colspan="2">Attachment #</th><th>Attachment Title</th></tr>
<tr><td>☐</td><td>Attachment A</td><td><u>AttachmentA_ProjectDescription</u>
Attach a document giving that gives detailed description of the project and the reason for the project.</td></tr>
<tr><td>☐</td><td>Attachment B</td><td><u>AttachmentB_Timeline</u>
For a feasibility study, please attach a timeline of milestones for the feasibility study. For construction projects, please attach a timeline with milestones that at a minimum includes an estimation of:
Planning Start Date (May have already occurred)
Planning End Date (May have already occurred)
Design Process Start Date (May have already occurred)
Design Process Completion Date (May have already occurred)
Estimated Date of CEQA Compliance
Estimated Date of Compliance for all other Permits
Construction Start Date
Construction End Date</td></tr>
<tr><td>☐</td><td>Attachment C</td><td><u>AttachmentC_ProjectLocationMap</u>
Attach a map(s) to indicate agency boundaries and major features of the project. If your entity has previously received funding through the ADMLP or ADLP Program, please include a separate map of these projects, as well.</td></tr>
</table>

☐	Attachment D	AttachmentD_PlanningStudy Attach a planning study that at a minimum does all of the following: a. Identifies the water quality, water conservation, estuary enhancement, or beneficial use objectives. b. Discuss alternatives and select the best means of addressing the above problems. c. Discusses the economic benefits of the project. d. Discusses the method of repayment of the SRF loan.
☐	Attachment E	AttachmentE_NPSPlanCompliance Attach a document that describes how the project complies with the "Plan for California's Nonpoint Source Pollution Control Program" developed under section 319 of the Clean Water Act. Make sure and detail how it will address a regional or area wide water quality problem.
☐	Attachment F	AttachmentF_ProjectPermits Attach a copy of all the required permits.
☐	Attachment G	AttachmentG_CEQADocument Attach a copy of the approved CEQA document from the State Clearing House.
☐	Attachment H	AttachmentH_ProjectSupport Attach a document that contains data and/or information explaining the problem and the proposed project as the best solution available. Examples include: studies that support project success, project statistics, baseline data, water quality monitoring data, background information, etc.
☐	Attachment I	AttachmentI_CostTables Using the template on the DFA website, attach an Excel sheet that breaks out estimated planning, design, land acquisition, construction, and estimated quarterly and monthly disbursement schedule.
☐	Attachment J	AttachmentJ_Authorized Resolution Using the Authorized Resolution Template, attach an Authorized Resolution by the governing body of the agency describing; the project, designating a funding source and fund, and stating resolution approval.
☐	Attachment K	AttachmentK_LettersofSupportOp (As Applicable) Attach any letters of support or opposition, as applicable. This can include but is not limited to letters from; growers, the regional board, and federal, state, or county agencies.

☐	Attachment L	<u>AttachmentL_EstuaryPlanComplia</u> (As Applicable) Attach a document specifying how your project will implement an already developed Estuary Plan for San Francisco Bay, Morro Bay, or Santa Monica Bay, as applicable.

Estuary Comprehensive Conservation Management Plans

Bay	Website
San Francisco	http://www.sfestuary.com/sfep2/reports/ccmp/table.html
Morro	http://www.mbnep.org/publications/
Santa Monica	The prior Bay Restoration Plan (1995) was too large to make available for download or for email. For further inquiries please send an email to: smbrc@waterboards.ca.gov or call (213) 576-6615.
San Monica Update	http://santamonicabay.org/smbay/AboutUs/TheBayRestorationPlan/tabid/55/Default.aspx

Plan for California's Nonpoint Source Pollution Control Program

Plan for California's Nonpoint Source Pollution Control Program
http://www.waterboards.ca.gov/water_issues/programs/nps/5yrplan.shtml